

**SUPERVISOR'S CHECKLIST  
HAZARDOUS MATERIALS COMMUNICATION PROGRAM**

<b>CHECK</b>	<b>LABELING</b>
	Are all chemical containers properly labeled?
	Are original manufacturer labels defaced? If so, have they been replaced with a HMIG label?
	If a chemical container is too small for a label, has a batch system been developed that refers the chemical container to a MSDS?
	Are all labels in English?
	Is piping that contains hazardous materials properly labeled?
<b>CHECK</b>	<b>MATERIAL SAFETY DATA SHEETS (MSDS)</b>
	Are MSDSs available for all hazardous substances?
	Are MSDSs arriving with hazardous substances? If not, have you contacted the manufacturer for a copy of the MSDS?
	Are updated MSDSs and new MSDSs being sent to Risk Management?
	Is a written chemical inventory available? Is it updated when new chemicals are used or if chemicals are no longer used? Is it updated at least annually?
	Are MSDSs maintained in a central area? Do employees know where to find an MSDS?
<b>CHECK</b>	<b>TRAINING</b>
	Have employees been trained on the chemicals that they work with?
	Do employees know what to do in the event of an emergency with the used chemicals?
	Have employees been trained on the City's Hazardous Materials Communication Program?
	Are employees trained on new chemicals when they are brought into the workplace?
	Are employees given job specific hazard training when conducting nonroutine tasks with chemicals?
	Have law enforcement officers been trained on the hazards of handling controlled substances?
	Do employees know how to read a MSDS?
<b>CHECK</b>	<b>CONTRACTOR'S</b>
	Has the contractor Hazardous Materials Communication program been provided to the City?
	Has Risk Management been given the MSDSs for the chemicals the contractor will be using on City Property?
	Has the contractor been notified of the chemicals the City has on the site in which the contractor will be working?
	Has the contractor been informed of the City's emergency procedures with regards to chemical emergencies for the site they are working at?